

Highfield Level 3 ST1377 Optical Assistant 2022 – Screening assistant Mock Assessment Materials

Professional discussion

Procedures and compliance			
Ref	Assessment Criteria (Pass)	Achieved	Not achieved
PC1	Explains how to adhere to patient referral policies, procedures and regulation and the implications of not following procedures. Identifies when and who to refer to when supervision is required for ocular emergencies, screening, dispensing and collection restrictions. Accurately reports and records ocular emergencies in line with employer procedures Works within the limits of local and national policies (K2, K3, K16, S2, S3, S14)		
PC2	Explains the first aid reporting and evacuation procedures in the workplace and who to refer to and how to safely evacuate the store (K10, S10)		
Ref	Assessment Criteria (Distinction)	Achieved	Not achieved
PC3	<i>Explains the implications of not following policies and procedures on their colleagues and the impact on brand reputation (K2, K3, S2, S3)</i>		
PC4	<i>Explains how to mitigate risks of accidents or incidents based on past examples (K10, S10)</i>		

Company beliefs and values			
Ref	Assessment Criteria (Pass)	Achieved	Not achieved
CB1	Explains the company's beliefs, values and purpose and why personal presentation, time management and team working can impact these and how they have shown discretion and empathy to colleagues (K1, K4, S4, B2)		
Ref	Assessment Criteria (Distinction)	Achieved	Not achieved
CB2	<i>Evaluates how company beliefs and values have been used to make recommendations to improve the service levels and the customer experience (K1, K4, S4)</i>		

Customer types, needs and the services available			
Ref	Assessment Criteria (Pass)	Achieved	Not achieved
CT1	Explains the importance of identifying and adapting to customer needs. Explains the non- prescribed and specialised products that can be offered to customers based on their needs and preferences and when to refer customers needing communication support (K5, K7, K12, K23, S7, S12, S22)		
CT2	Explains how to adapt customer service when dealing with customers with ocular conditions such as glaucoma, cataracts, macular degeneration, diabetes (K40, S39)		
CT3	Explains how a customer's ability to make a purchasing decision is made and who to involve under the Mental Capacity Act etc. (K39)		
CT4	Explains the purpose of the equipment used and the purpose of different screening tests available within the optical Environment (K41)		
Ref	Assessment Criteria (Distinction)	Achieved	Not achieved
CT5	<i>Evaluates the non-prescribed products available and identifies additions that may support specific customer types and makes recommendations for improvements to products/services (K5, K7, K12, K23, S7, S12, S22)</i>		

Appointment booking procedures			
Ref	Assessment Criteria (Pass)	Achieved	Not achieved
AB1	Describes the business sight test and contact lens recall requirements (K15)		
Ref	Assessment Criteria (Distinction)	Achieved	Not achieved
AB2	<i>Explains the benefits of different methods of recall (K15)</i>		

The impact of customer concerns			
Ref	Assessment Criteria (Pass)	Achieved	Not achieved
IOC1	Gives an example of how they resolved a customer complaint and the impact of customer concerns on the store and colleagues and how good service can help to prevent complaints (K36)		
Ref	Assessment Criteria (Distinction)	Achieved	Not achieved
IOC2	<i>Describes the impact of customer concerns on the brand and brand reputation and make recommendations to reduce complaints (K36)</i>		

Business models and KPI's			
Ref	Assessment Criteria (Pass)	Achieved	Not achieved
BM1	Explains how they use the sales targets and KPI's for the business/team to support individual targets (K38)		
Ref	Assessment Criteria (Distinction)	Achieved	Not achieved
BM2	<i>Describes how they have influenced sales targets and worked with colleagues to achieve them (K38)</i>		

Personal development			
Ref	Assessment Criteria (Pass)	Achieved	Not achieved
PD1	Explains the importance of reflection and participation in training and development opportunities to maintain own continuous practice and continue to show resilience and self-awareness. Explains the importance of participating in appraisal to plan for future development and career opportunities (K37, S37, S38, B5)		
Ref	Assessment Criteria (Distinction)	Achieved	Not achieved
PD2	<i>Identifies their future development opportunities and goals and how they plan to achieve these (K37, S38)</i>		

Screening assistant			
Ref	Assessment Criteria (Pass)	Achieved	Not achieved
SA1	Outlines the screening procedures which are explained to the patient, including the equipment used and the medical conditions it checks for. Explains how a range of screening checks are completed and results accurately recorded. Describes how screening supports the optician (K42, K44, S40, S41, S43)		
SA2	Explains how a screening test is conducted and results are passed onto optometrist/dispensing optician and when to ask for support or guidance from colleagues during screening when required (K43, S42)		
Ref	Assessment Criteria (Distinction)	Achieved	Not achieved
SA3	<i>Makes recommendations to improve the processes and procedures for screening and shares and trains colleagues to use them (S41)</i>		